



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: May 14, 2015

Closing Date: Until Filled

Job Listing Identification Number: OCA-212-15-17

State Classification Number: 1731/B15

State Job Title: Human Resources Specialist II

FLSA Status: Non-Exempt

Agency Job Title: Human Resources Assistant

Location: Austin, Texas

Monthly Salary Range: \$2,748.00 - \$3,340.00

Type of Job: Full Time

Remarks:

Travel Required: No

Job Description: Work involves administering or assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations. Reports to the Human Resources Officer and performs HR duties to support the selection and hiring functions including job postings, applicant tracking, evaluations, data entry, filing and related administrative support. Provides administrative assistance and support to agency staff as back-up to the agency receptionist. Additionally, provides support for the business continuity plan/safety and disaster recovery plan. May perform other duties as assigned to maintain efficient agency operations. Works under moderate supervision, with limited latitude for the use of initiative and independent judgement.

Essential Job Functions:

- Processes and posts job vacancy notices on agency website and on Work in Texas.
- Coordinates the placement of print and online employment advertisements, including recruitment sites.
- Screens applications for minimum requirements.
- Schedules interviews for hiring managers and directors.
- Prepares and distributes interview package to hiring managers and directors.
- Maintains applicant tracking information in Excel.
- Maintains HR resource manuals, new employee packets, and selection records and personnel files.
- Prepares Purchase Requisitions for HR related purchases, and for other divisions as necessary.
- Maintains Longevity Report and coordinates awards.
- Assists the Information Security Officer in maintaining the Disaster Recovery contact information.
- Serves as back up receptionist for the agency.
- Provides administrative assistance to other divisions as needed.
- Maintains confidentiality when working with sensitive and confidential information.
- Attends work regularly in accordance with agency leave policy.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree plus 1 year experience in Human Resources-related administrative duties
- Experience may substitute for education on a year for year basis

Preferred Qualifications:

- Knowledge of human resources practices and policies
- Experience preparing correspondence using MS Word
- Experience setting up meetings in MS Outlook
- Experience entering data in Excel
- Experience posting jobs on the Work in Texas website and other Internet websites
- Experience evaluating applicant qualifications
- Excellent written and verbal communication skills
- Ability to establish positive working relationships

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to (512) 463-1648, or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications, but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, color, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.